

HOUSING COORDINATOR

DEFINITION

Under general direction, manages the City's housing finance assistance and housing development programs; assists in housing and community development planning; develops housing programs; plans and directs the work of the housing unit's staff; and does related work as required.

EQUIPMENT, METHODS & GUIDELINES

Uses Federal, State and local laws, policies, procedures and practices; statistical data, knowledge of urban planning and redevelopment principles and practices; knowledge of statutes related to general plans, zoning and land divisions, as well as applicable environmental laws and regulations. Uses City vehicles, telephones, FAX machines, PC terminal, printer, copier and various resource materials.

WORKING CONDITIONS

Predominantly inside work. Conditions also involve some travel and attendance at meetings, including many that are conducted during the evening. May also include occasional irregular hours.

PHYSICAL DEMANDS

The work emphasizes speech, hearing and vision (including that color vision necessary to accurately interpret visual displays).

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Redevelopment Programs Administrator. Exercises direct supervision over staff as assigned.

EXAMPLE OF DUTIES

Duties may include but are not limited to the following:

Assist in the development and implementation of goals, objectives, policies and priorities; supervise the processing of housing and/or commercial loans and grants from initial application through loan approval and completion of construction. Help to resolve legal financial and title problems affecting the abilities of property owners to obtain financing.

Plan, assign, direct, train, review and evaluate the work of subordinates and coordinate housing conservation program with Code Enforcement. Coordinate the administration of the Community Development Block Grant and Redevelopment Housing Set-Aside Fund. Assist in the preparation and implementation of the division budget.

Represent the division, as assigned, to the City Council, Redevelopment Agency,

Planning Commission and citizen groups.

Assist in analyzing new housing and commercial needs and implementing responsive projects; determine methods of financing, soliciting and reviewing development proposals, and monitoring community participation, construction and occupancy.

Prepare marketing and informational materials and direct consultants in this process; compile and analyze data; interpret federal and other housing and economic development programs in order to use them in meeting local priorities.

Coordinate community review and feedback for affordable housing projects; prepare reports and make recommendations to public bodies with regard to affordable housing projects; market available affordable housing projects to eligible applicants within the community; make recommendations to appropriate City departments regarding project management programs, affordable housing, and economic development projects.

Attend public meetings; prepare staff reports; represent City before public bodies and community groups. Assist in the development of financing sources for various programs through discussion and negotiation with agencies of the State and Federal government, the private sector, and non-profit foundations.

QUALIFICATIONS

Knowledge of:

Principles and techniques of building construction and rehabilitation. Federal, State, and local regulations and practices in housing and redevelopment, finance, land acquisition, construction and rehabilitation; regulations regarding planning and zoning, enforcement of building, construction and health and sanitation standards. Community Development Block Grant application requirements and procedures; principles of organization, administration, budget, and personnel management.

Ability to:

Develop and maintain effective working relationships with the public, other City personnel and outside agencies. Supervise, train, and evaluate professional and technical subordinates, communicate clearly and concisely, orally and in writing; interpret and effectively apply pertinent aspects of related Federal and State laws and regulations. Develop, implement, and direct a variety of housing development, housing rehabilitation and economic development programs.

EDUCATION AND EXPERIENCE

A Bachelor's degree from an accredited college or university with major course work in public administration, business administration, economics management or a related field and one year of experience in the field of community development, real estate or a related field; or an Associate Arts Degree or course work equivalent to an Associate Arts Degree and three years professional experience in the field of community development, real estate or related field, including some supervisory experience.

LICENSE OR CERTIFICATE

Possession of or ability to obtain an appropriate California driver's license.